

SG1J

-- Mail --

April 13, 1994 10:44am MAIL IS -
FROM: [REDACTED] Private
TO: PA-XOs
SUBJECT: SORRY SARS...
COPY: PA - OFFICE DIRECTORS
[REDACTED]

SG1J

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Recently the number of corrections that need to be made to the SIG ACTS submitted to PA-HQ has increased significantly. This turns out to be no small task since we are reviewing about 80-100+ every week. Please take the extra time to check them or have someone else do so. They should of gone through at least Branch and Division level management before you get them so maybe the "grass roots" needs to pay a little more attention to them. Here is a list of some of the corrections needed once we get them;

TOO LONG - SARS should only be 2-3 sentences in length. Don't write a paragraph - if details are needed the DR will ask for them.
FORMAT HEADINGS WRONG - Use "TOPIC:" "SUMMARY:" "ACTION OFFICER/" TELEPHONE NUMBER:"
(not OFFICERS or NUMBERS)

TWO LINE TOPICS - Only one line allowed.

BLANK LINE BETWEEN SUMMARY AND "ACTION OFFICER/" - No blank line here
ACTION/PHONE LINE - Name/Office/Phone, repeat on next line for more than one.

SUMMARY HAS DATES/OFFICE SYMBOLS - Avoid using these.

SPELLING - Run "Spell check" on WP

Remember these are for the DR and the DR alone. Make them short, to the point, and ask yourself if the info is something the DR should take the time to read, if it doesn't pass that test don't submit. A good way to know what the style wanted is..read what is actually submitted to the DR.

Your help in the SAR PROCESS is greatly appreciated.....THANKS.....